

PRINT in BLACK ink

Enter the name of the county in which this case was filed.	STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	For Official Use
Enter the Plaintiff's name as it is listed on the Summons and Complaint.	Plaintiff(s): _____ _____	
Enter the Defendant's name as it is listed on the Summons and Complaint.	-vs.- Defendant(s): _____ _____	
Enter the case number.		Affidavit of Service (Non-Eviction) Individual/Sole Proprietorship/ Partnership Case No. _____

For 1, check the box to indicate the state where you live.	UNDER OATH, I STATE THAT:
Note: A party in this case cannot serve the summons and complaint on the defendant.	1. I am an adult resident of the State of: <input type="checkbox"/> Wisconsin. <input type="checkbox"/> Illinois. <input type="checkbox"/> Iowa. <input type="checkbox"/> Michigan. <input type="checkbox"/> Minnesota.
For 3, make sure that the served copy was signed at the time of service, and also included the time, date, place, manner of service, and upon whom service was made.	2. I am not a plaintiff in this case.
For 4, check A or B or C.	3. I served an authenticated copy of the Small Claims Summons and Complaint. At the time of service, I signed my name on the copy that was served (for example, on the back or in any blank space) and indicated the time, date, place, manner of service, and upon whom service was made.
If 4A, fill in the address, date and time.	4. The manner of service was:
If 4B, fill in the name of the business, name of the person you served, the address, date, and time.	<input type="checkbox"/> A. Individual: I gave a copy to the person who I knew to be the defendant at: (address) _____ on (date) _____ at _____ o'clock in the a.m./p.m.
If 4C, fill in the name, address, date, and time.	<input type="checkbox"/> B. Sole proprietor/partnership: I gave a copy to the defendant who is a sole proprietor or partner doing business under the name of _____ by serving (name) _____ at (address) _____ on (date) _____ at _____ o'clock in the a.m./p.m. I believe the person I served is the owner or a partner.
If 4C, also explain what other efforts you made to find and serve the defendant personally before you left a copy with someone else.	<input type="checkbox"/> C. Substituted service: I could not give a copy to the defendant, owner, or partner personally even after reasonable effort(s). I left a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's, owner's, or partner's home. I informed that person of the contents of the papers. I left a copy with (name) _____ at: (address) _____ on (date) _____ at _____ o'clock in the a.m./p.m.
See <u>Pre-Judgment: Basic steps to Small Claims Service</u> (SC-6050V).	Before leaving a copy, I made the following efforts to serve the defendant, owner, or partner personally: _____ _____.

STOP!
Take this document to a Notary Public BEFORE you sign it.

After you, the server,
have been sworn by a
Notary Public, sign
and print your name
and date the document
in front of the Notary
Public.

Have the Notary Public
sign, date, and seal the
document.

Signature

Print or Type Name

Date

Subscribed and sworn to before me

on _____

Notary Public, State of Wisconsin

My commission expires: _____

(Seal)